

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	03	Title:	Information Security	
Document:	06	Title:	Audit	

1. STANDARD

ISD will maintain logs of computer security relevant events and will provide sufficient data to support comprehensive audits of the effectiveness of, and compliance with security measures.

1.1. Summary of Standard Changes

1.2. Purpose

To ensure the confidentiality, integrity, and safety of all ISD information assets.

1.3. Scope

Applies to all computer system usage within ISD.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

ISD will maintain system logs and audit trails for analysis by an internal auditor to ensure that information and security requirements are fulfilled.

1.7. Implications

ISD will employ an internal auditor skilled in audit and risk analysis procedures to inspect system logs and audit trails for information procedure violations. The internal audit reports will be used to correct violation or threat situations.

1.8. References

1.9. Attachments

2. SYSTEM AUDIT TRAIL PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. System audit trails are maintained which will provide the following:

- System start-up and shut-down times
- Transaction histories including;

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- Update transactions
- Date, time of activity
- User identification
- Sign-on and sign-off activity
- Sensitive display transactions

2.2.2. Transfer of confidential or sensitive information.

2.3. References

2.4. Attachments

3. INTERNAL AUDITOR PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. An internal audit of the security function will be performed periodically, based on risk assessment, within time frames determined by the Deputy Director. The audit will fulfill the following functions:

- Examination of security policies and procedures for compliance with established standards.
- Identification of inadequacies within the existing security and risk management program.
- Appraisal of all system logs and audit trails identifying violations or threats.
- Identification of possible corrective actions.
- Complete audit reports to management.

3.3. References

3.4. Attachments